

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	<i>ED</i>	<i>[Signature]</i>	
2	<i>file</i>		
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<b>Remarks:</b> <p>The banking instructions were forwarded to Machine Records Division for the master cards to be punched. The key punch operator failed to put the name of the bank on the card, so when the check was made up, the name of the bank was omitted on it. C&amp;TAB failed to catch the error and the check was mailed. The check was returned to Treasury and re-mailed by them and was returned again, this time to the Agency where we put the name of the bank on it and mailed it out for the third time.</p> <p><i>This should not happen again. Card is now correctly punched.</i></p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
[Redacted]			<i>2/4/62</i>
		CONFIDENTIAL	SECRET

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FORM NO. 237  
1 APR 55Replaces Form 30-4  
which may be used.(40)  
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